

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 20864i
Opening Date: 03/01/2010
Closing Date: 03/07/2010

Community Corrections Officer 3

\$3,459 - \$4,542 Monthly (Range 51)

Agency Information

Department of Corrections

This recruitment is open on an internal promotional basis only to current permanent employees of the Department of Corrections. This recruitment will be used to fill a Community Corrections Officer 3 position in Clarkston, Washington.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Mission Statement: Improve public safety. Vision Statement: Working together for safe communities.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Supervises a caseload of offenders covering a large geographical area of three counties - Asotin, Garfield and Whitman.

Manages a caseload of criminal offenders, including sex offenders and mentally ill offenders, monitors conditions/prohibitions of supervision; updates supervision plans as needed; establishes and monitors monthly payment schedules for legal financial obligations and offender Community Service Hours ordered by the court or imposed by the Department of Corrections; monitors the adjustment of offenders involved with in/out patient treatment programs; counsels offenders and/or refers them to counseling or other resource/treatment programs; makes home/field visits per offender classification standards;

Reviews Interstate Compact Requests for offender eligibility and ensures all staff complies with the Interstate Commission for Adult Offender Supervision rules for offenders requesting to reside in Washington and for offenders in Washington requesting to reside in another state.

Conducts the Intake process for offenders received from Courts, Prison or From Other States (FOS).

Investigates alleged parole, probation, and sentencing violations; conducts searches and arrests; detains serious violators after proper approval; serves parole subpoenas; transports arrested offenders to jail, hearings, etc.; records, preserves, and secures evidence;

Testifies before courts, boards, and/or classification and disciplinary hearings; cross examines witnesses if an Assistant Attorney General is not present at parole violation hearings;

Conducts pre-sentence investigations and prepares reports; collects victim/witness information; completes the intake process on new cases including review of all required forms; completes risk assessments/reassessments;

Records contacts with offenders on chronological records sheets; maintains file in orderly, chronological sequence; opens, closes, and purges files; completes OMNI data entry forms and accesses OMNI data base to update and retrieve information; obtains law enforcement and WACIC records;

Serves on committees and task forces; speaks to community service clubs, schools, law enforcement organization, and similar organizations;

Serves as the office manager in an office with no on-site supervision; responds to emergencies such as broken water pipes or leaks in the roof; reviews utility and rental billings; recommends the purchase of supplies; may supervise clerical staff and prioritize the work of the office;

Leads assigned employees; reviews and approves reports; approves evidence to be disposed of and assigns witnesses; staffs cases formally and informally; approves waivers of extradition for out-of-state travel over 30 days; completes caseload audits and provides information to supervisor; trains assigned employees;

Coordinates the voluntary services program; ensures eligible offenders are timely contacted and informed to the program; develops and maintains a bank of resources; maintains liaison with resources; monitors offender participation and prepares regular reports of activities; advises staff of possible plans, resources, and programs for assigned offenders;

Coordinates the volunteer program; recruits and screens volunteers; conducts background investigations; provides training and orientation for volunteers; coordinates assignment of volunteers to projects or tasks; monitors participation and performance of volunteers; counsels volunteers as needed; maintains records of volunteer hours and projects/tasks; prepares regular reports of activities;

Coordinates the training program; assesses training needs for the staff; arranges for appropriate training as needed; represents the office on the area training committee; may conduct training; ensures accurate training records are maintained;

Coordinates the community resource program; recruits and maintains liaison with community resources such as alcohol and drug abuse programs, mental health counselors, employment counseling programs, educational/vocational programs, and housing programs; serves as a coordinator for offenders needing referral to one or more resources; represents the office on the area community resource committee;

Coordinates the substance abuse program; evaluates offenders suspected of abusing alcohol or controlled substances; conducts training for staff on the topic of substance abuse; serves as a resource to co-workers when they are staffing cases that involve alcohol or substance abuse; represents the area on the Substance Abuse Planning Committee;

Performs other work as required.

Knowledge and Abilities:

Knowledge of: criminal justice system and community corrections; principles and practices of caseload management; Washington State laws, administrative codes, and regulations pertaining to parole, probation, determinate sentencing, and work/training release; hearings before the courts, Indeterminate Sentencing Review Board, and Office of Hearings; jail booking and detention procedures; principles of leadwork and/or program management as assigned.

Ability to: use authority constructively; manage a caseload of adult offenders; gain confidence and cooperation of adult offenders; establish and maintain effective working relationships with others; represent the agency positively before criminal justice agencies, community organizations, and the general public; appraise persons and situations accurately and adopt appropriate course of action; write and speak accurately, clearly, objectively, and effectively; work independently with a minimum of supervision; lead and train co-workers and/or manage a program, as assigned.

Qualifications

Requirements:

Two years as a Community Corrections Officer

OR

A Bachelor's degree from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA), and three years of professional experience in adult or juvenile corrections or closely related field which includes managing cases, making field visits, writing reports, assessing cases and making recommendations, referring people to appropriate resources, and presenting cases in court or hearings.

A Master's degree in sociology, social work, psychology, criminology, or closely related field will substitute for one year of the required experience.

Note: Case management activities include assessment of risk factors; designing, monitoring and/or facilitating treatment plans; determining and making referrals to resources as appropriate (chemical dependency, substance abuse, family counseling, job training assistance, etc.); maintaining official records and tracking client progress/compliance; and assisting individuals who are unable to independently access support systems or community resources such as those providing food, clothing, or monetary assistance and shelter.

A valid driver's license is required

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

This recruitment is open on a promotional basis only to permanent employees of the Department of Corrections.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (888) 727-9925.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.

2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020864* and click on Start Search.
5. Click on the link Community Corrections Officer 3, Clarkston, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.